

**“NOW YOU ARE THE BODY OF CHRIST,  
AND EACH ONE OF YOU IS A PART OF IT.  
AND IN THE CHURCH GOD HAS  
APPOINTED FIRST OF ALL APOSTLES,  
SECOND PROPHETS, THIRD TEACHERS,  
THEN WORKERS OF MIRACLES, ALSO  
THOSE HAVING GIFTS OF HEALING,  
THOSE ABLE TO HEALP OTHERS, THOSE  
WITH GIFTS OF ADMINISTRATION, AND  
THOSE SPEAKING IN DIFFERENT KINDS  
OF TONGUES.”**

**1 CORINTHIANS 12:27-28**

The bible teaches that every member of the body is important. The Lord has given each member a specific spiritual gift (or gift set) including the gift of administration. This gift is the supernatural manifestation of God's grace. Like all the other gifts, it is meant to build up the body so that it will grow towards unity and maturity. But unlike those with gifts of apostleship, prophecy, healing, etc., there are those who were meant to serve quietly in a support capacity.

Those with gifts of administration enjoy providing organizational leadership and support to the local church resulting in the edification of the body.

## **NEXT STEP**

Volunteering is a response to God's calling for every believer. As we work together, it is important to **communicate** and to **show up**.

Volunteers are to:

- Sign the **commitment form**
- Join a **Life Group**
- Get into **One2One**
- Participate in **Victory Weekend**

**LOVE GOD  
LOVE OTHERS**

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VIRGINIA BEACH  
An Every Nation Church

**ADMIN SUPPORT**

## THANK YOU FOR SIGNING UP.

### WHO WE ARE

Firstly, we are Christ-followers. We serve out of gratitude for the Lord's saving and sanctifying grace. We are committed to loving God and people. We are active members of LifeGroups, so we can mature in the love of God and share His love with others. We love God and people by providing administrative support for Life Va Beach discipleship ministry. We are those who desire to create order, keep workgroups on task until completion, getting the church organized in terms of growing as a disciple and being trained as a leader. We are the "behind-the-scene" volunteers who handle the registration of event participants, provide information, and assist in data gathering and information management. We provide registration for discipleship milestone events and volunteer/ leadership training activities. We assist in connecting newcomers with Life Group leaders through our database of contact information.

Finally, we are ambassadors of Christ, and our default posture is to help people get connected at church. We also value excellence because God is an excellent God. We are therefore committed to delivering service with efficiency and integrity. In pursuit of sharing the love of God with people in the way we serve, we aim to be friendly, hospitable, and accommodating.

### WHAT WE DO

We meet on Sunday mornings and our call time is at 10:00 AM. We rotate our members to serve every other week. Trainees will be supervised by the Ministry Heads and other Team Members.

Below are our responsibilities:

- Set-up and distribute materials at our discipleship booth (i.e. One2One, Purple Book, Life group materials)
- Assist Life group leaders in connecting people based on demographics and suitable schedules
- Collect and archive information for the discipleship database (i.e. Life groups, Life group leaders, attendance in leadership development classes, etc.)
- Serve as front-desk personnel during discipleship events (i.e. Victory Weekend, Making Disciples for Life, and leadership trainings)
- Train new volunteers with responsibilities listed above

The admin support team is on-call at any time, responding to calls, texts, and emails.

### WHO WE ARE LOOKING FOR

We are searching for those who enjoy managing information by providing registration and datasheets. Information obtained helps us see more individuals get disciplined, making our leaders effective disciple-makers. If you like assisting teams by organizing and setting up in-church classes, you are wanted here!

We are looking for:

- Motivated and dedicated individuals.
- Individuals who are comfortable with talking in front of people
- Individuals who are skilled with computer hardware and software
  - Setting up and running Zoom conferences.
  - Displaying trainings on TV screens from a laptop and/or tablet.
  - Word, Excel, and PowerPoint experience.

